



Job Description: Communications Associate

Reports to: Senior Director

Location: NYC metropolitan area

Salary Range: \$80,000-\$100,000

About the AI Now Institute

The [AI Now Institute](#) is a leader in the growing field of organizations engaged on the impact of AI on society. Formed in 2017, we are known for our deep integrity, dynamic and bold approach, and unique ability to bridge build across the many actors engaging on these issues, from high level expert forums to community organizing. We have written extensively on [corporate power in the AI industry](#), [AI industrial policy](#), and [AI data center expansion](#), among other issues.

At a moment when the need for public conversation around AI's impact on society is more urgent than ever, we are scaling up our communications team to strengthen our capacity to cut through the noise and drive the conversation towards meaningful accountability and impact.

This Role: We are looking for a high-touch, digitally savvy communications professional to support the organization's external presence across a range of channels. The Communications Associate will be a primary point of contact for engagement with the public and press, working in close partnership with our Senior Director and wider team to execute our comms strategy. This role requires impeccable writing skills for a range of audiences, an ability to multitask, and capacity to keep tabs on the dynamic public conversation on AI across a wide range of forums and intersecting issues, including labor, surveillance, energy use, corporate power, and democratic accountability. You'll need the ability to produce high-quality written and multimedia content, to keep to tight deadlines, and attention to detail to keep internal resources up to date with a high degree of accuracy. We are looking for someone with their finger on the pulse of public conversation, excited to translate our work into effective communications across multiple channels and play a significant creative role in shaping our organizational voice and public discourse on some of the most pressing issues of the moment.

What You'll Do:

- *Draft clear, compelling written materials* (including blog posts, talking points, op-ed support, event outreach, report launch materials) drawing on our research that reflects and strengthens our organizational voice. Maintain a repository of talking points across key areas of research, in collaboration with co-EDs and Senior Director.
- *Content Development and Management*
 - Develop and produce social content designed for public consumption drawing on our research. Maintain our existing channels, including our organizational website, ensuring all organizational materials are published in a timely manner.



- Create clear, compelling visual assets—including social graphics, event materials, slide support, and campaign materials—that ensures a consistent organizational identity across platforms
 - Ensure that our institute is engaged with public conversation on AI, including keeping track of and supporting the work of key partners and engaging with the broader public ecosystem on our issues.
 - Maintain a production calendar (in coordination with Senior Director) to track research projects, announcements, blog posts, press outreach, and social media posts. Ensure all organizational materials are published in a timely manner.
 - Grow existing channels and develop and manage new channels (i.e. Substack, TikTok, and/or podcasting) based on the direction set by the Senior Director.
- *Serve as first point of contact for press engagement* by triaging incoming press requests, ensuring requests are routed appropriately and all incoming press is responded to. Maintain press lists and press hit repositories, categorizing across topic, source, journalist, and venue. Assist where needed with op-ed development, journalist relationships, and development of proactive media strategy.
 - *Provide communications and operational support* for events, webinars, and broader programmatic work to ensure smooth functioning and professional presence of the organization. Identify and work with the Senior Director to mitigate launch bottlenecks.

Skills and Experience

- Excellent writing skills; ability to communicate effectively across a range of audiences and forums
- Strong responsiveness and ability to thrive under tight deadlines
- Ability to translate highly technical concepts to accessible language and explain the stakes for broad audiences
- Understanding of audio and video editing and familiarity with editing software
- Proficient in Figma, Canva and other tools to generate graphic assets for socials, trainings, and other programmatic work
- Deep familiarity with media ecosystem across channels including traditional press and social media platforms
- Excellent project management skills, including demonstrated proficiency in collaborative project management tools such as Google Workspace and Slack
- Skilled at prioritizing and managing up
- Ability to navigate and excel in a dynamic work environment, including agile multi-tasking to adeptly manage multiple work streams with flexibility and adaptability.
- Unwavering attention to detail and high levels of organization, ensuring precision and thoroughness in all tasks.
- A high degree of professionalism and confidentiality.



Job Details

- **Compensation and Benefits:** The salary range is \$80,000-\$100,000 annually commensurate with experience. We offer competitive compensation and benefits packages.
- **Location:** This is a full-time role with a strong preference for candidates based in the NYC metropolitan area. While we are a partially remote workplace, we will begin working flexibly out of a shared office space in the Flatiron District in fall 2026.

To Apply

AI Now is committed to the principle of equal employment opportunity, and our commitment extends to our hiring process. If you believe this is a role that you will excel at, even if you don't meet all the job requirements listed, we suggest that you apply anyway.

Please email jobs@ainowinstitute.org with the application materials listed below by **end of day Monday, May 25, 2026**

- Subject line: Communications Associate - [Your Name]
- Resume
- Cover letter briefly explaining your interest in the role and relevant experience

Please Note: If you use AI for any part of your application, please disclose at the bottom of your cover letter which tools you used and how.